MILEAGE REIMBURSEMENTS

The IRS has announced that the standard mileage rate for business travel has
decreased to 56 cents a mile as of January 1, 2021. This rate should be used to
calculate the reimbursement amount for business miles driven in a personal
automobile on or after Monday, January 1, 2021. Mileage rates can be located by

Business travel mileage should be computed by subtracting the normal round-trip
commuting distance (home to regular work location) from the total miles traveled
during board business. Employees whose assigned or delegated duties require a
response to an emergency from a location other than work are eligible for mileage
reimbursement for all travel associated with the emergency assignment. BCPS
reimbursement policies are based off the most economical way. If an employee
chooses a route that may improve their drive but causes the reimbursement amount to
be higher than the most economical way, they will not be reimbursed for the extra
amount incurred.

Our policies and procedures have not changed with the recent events, mileage
requests from the employees’ home are not reimbursable and will be returned to the
employee requesting a revised version be resubmitted. Electronic signatures are not
accepted at this time; employees and Account Managers can either sign the form
manually or include verbiage in an email that details out their approval (For example:
I approve of John Doe’s October mileage reimbursement in the amount of $x.xx”.
Forms must be approved by both the employee and their supervisor. Please make sure
all travel is detailed out on the form and anything that may need it, submit an
explanation of the charges. All reimbursements of parking or tolls require a receipt be
provided to be reimbursed, please make sure copies of all receipts are included with
your submission or we are unable to reimburse for that amount. Mileage forms should
be completed and submitted monthly, please do not submit forms that contain
submissions crossing multiple months. Employees may submit mileage
reimbursement on the Routine Business Travel Reimbursement Voucher form posted
on the Fiscal Services Web page. Once fully completed and approved, mileage
reimbursements may be scanned and emailed to accountspayable@bcps.org or sent
via interoffice mail to the Accounts Payable Department.

Questions regarding this information should be directed to the following individual(s):

Deanna Ashenfelter, Supervisor of Accounts Payable 443-809-4333